



*Where Quality Is A Lifestyle*

October 3, 2007

**Addendum To Bid #635**

**Printing and Mailing Service**

Gentlemen:

Included herein is additional information and clarification for the above referenced invitation for bids. Please consider all of this information when preparing your bid.

1. **On the Tangible Personal Property, Aircraft Personal Property and Marine Personal Property forms can we redesign, or move some of the data on the page to accommodate the clear zone? Or can we shrink the size of the data to accommodate the clear zone?**

**Answer: No – to both variations of the question.**

2. **What type of outbound envelope do you require for each of the documents?**

**Answer: (1) #10 – Use for Assessment Notices  
(2) 6 x 9 – Use for All Personal Property Return Forms  
(3) 9 x 12 – Do Not Use**

3. **Can double window envelopes be used with the county's name and address showing through return address window? If not, what information needs to go on the envelope?**

**Answer: Double window envelopes may be used. However, if this is the case, the phrase "OFFICIAL TAX MATTER" shall be printed on the front of the envelopes as well.**

4. **Is a return envelope to be included with the notices?**

**Answer: No**

5. Can you provide the notices in an electronic format, or do we need to create the forms from the samples provided?

**Answer: Only the Personal Property Return Forms can be provided electronically to the successful bidder. No electronic formats are available for the Assessment Notices.**

6. When will you have test files available for each of the notices?

**Answer: These dates will be coordinated between the successful bidder and Fayette County.**

7. How will you provide the live data to us?

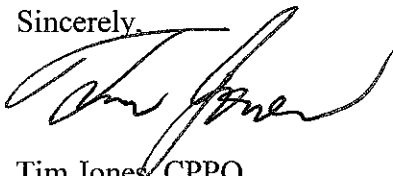
**Answer: Live data will be submitted to the successful bidder electronically in 'Flat File' format via CD or FTP upload.**

The opening date for this invitation for bids has been changed. The **new** opening date will be Tuesday, October 16, 2007 at 3:00 p.m. Bids must be received in the Purchasing Department at the below address in Suite 101 on or before the **new** opening date.

If you have already submitted a bid, it **will** be opened and read on the **new** opening date. If you would not like your bid opened at all or should you desire to submit a new bid, your original bid must be picked up, or you must notify the Fayette County Purchasing Department **in writing** at the below address of your desire to not have your bid opened.

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tim Jones', written over a horizontal line.

Tim Jones, CPPO  
Director of Purchasing